



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/21/18	<u>Interviewer:</u> L.K. Langley handled; no interview held	<b>RFA #18 –</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Instructor		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Comments during faculty meeting		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☐ Administrator ☐ Faculty X    Staff ☐ Student ☐  
 Concern Regarding:    Male ☐ Female ☐ Administrator ☐ Faculty X    Staff ☐ Student ☐

**Category:** *(Please check at least one)*

- |   |  |   |   |
|---|--|---|---|
| <input checked="" type="checkbox"/> Age<br><input type="checkbox"/> Marital Status<br><input type="checkbox"/> Sex/Gender<br><br><input type="checkbox"/> Gender Identity or Expression | <input type="checkbox"/> Color<br><input type="checkbox"/> National Origin<br><input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Creed<br><input type="checkbox"/> Race<br><input type="checkbox"/> Sexual Orientation<br><br><input type="checkbox"/> Disability<br><input type="checkbox"/> Religion<br><input type="checkbox"/> Employment | <input type="checkbox"/> Veteran Status<br><input type="checkbox"/> Retaliation<br><input type="checkbox"/> Genetic Information |
|---|--|---|---|

Time Line		
Date	Item	Comments
2/21/18, 6:34 p.m.	Bias Incident Form submitted	Submitted by [REDACTED]. In file.
2/23/18, 10:08 a.m.	Langley email to [REDACTED]	Asking to meet next week re: concerns raised. Followed by emails between [REDACTED] and Langley scheduling meeting for Wednesday at 4pm.
2/27/18, 11:29 a.m.	Langley email to [REDACTED]	Need to reschedule; proposing alternate times. Reply from [REDACTED]; having second thoughts and prefers not to meet.
2/28/18, 8:19 a.m.	Langley email to [REDACTED]	If you change your mind and would like to speak, glad to talk with you.